

**HAMILTON COUNTY**  
**DEPARTMENT of PUBLIC SAFETY COMMUNICATIONS**

**E9-1-1 Addressing**

Control # - 1.2.15.0

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Revised Date 07/15/2014

Approved \_\_\_\_\_

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**Purpose:**

The purpose of this document is to create standards for the uniformity of E9-1-1 address and street creation, therefore allowing the general public to adequately be served by police and fire units regardless of jurisdiction.

**Policy:**

The Hamilton County Public Safety Communications GIS Office will coordinate the efforts of all designated authorities by providing a standard by which street and subdivision names are allowed so that no duplication exists that may hamper emergency service delivery.

**Definitions:**

Address- Official unique identification given to a parcel, structure, or place of business that defines its geographical location within the county.  
Lot- A designated parcel of land established by plat  
Plat- A geographical representation of a subdivision that divides land into a parcel

**Responsible Authority:**

Each municipality (or the designated authority) will continue to request street and subdivision names through the Hamilton County Public Safety Communications GIS Office for approval.

**Responsibilities:**

- All new road names will be submitted for review and approval.
- The Hamilton County Public Safety Communications GIS Office will maintain a current database of all street and subdivision name requests.
- The Hamilton County Public Safety Communications GIS Office will review all requests for approval within five (5) business days and will provide a timely answer to the request.
- The Hamilton County Public Safety Communications GIS Office will keep a copy of the all approval/denial forms.
- Once approved, the name is reserved and therefore no longer usable. In the event that a name no longer needs to be reserved, the municipal authority must send notice to the Hamilton County Public Safety Communications GIS office to release the name and allow for use elsewhere in the county.
- Once platted, all official street names and addresses will be implemented in the Computer Aided Dispatch system for emergency response on a monthly basis.

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Road Standards:

- All named roads that extend from incorporated areas into unincorporated areas will keep the same name, unless otherwise already established.
- Duplicate road names will not be permitted. A road name will be used only once regardless of type (drive, avenue, street, etc.). Exception may be made for a court (cul-de-sac) that can have the same root name as long as it intersects or aligns the original street.
  - Already established duplicate road names are encouraged, but not required, to change names. The final determination to change an existing street name is up to the authority having jurisdiction. If a proposed road is in alignment with an existing road, care should be taken to continue the road name unless it would create duplicate address ranges.
- Road names should be easy to communicate and be understood across various types of communication devices (i.e.: radio, telephone, etc).
- Road names should be phonetically unique; example either Beech or Beach could be a name, but not both.
- If a road circles upon itself, it can be differentiate by a directional, for example, West Main St or East Main St.

Address Procedure:

- All addresses will be numeric.
- No fractional addresses will be allowed, unless already established.
- No hyphenated addresses will be allowed, unless already established.
- Addresses should be in numeric order, with even numbers on one side of the street and odd numbers opposite.
- Addresses should be properly displayed and easily seen from the roadway, pursuant to section 501.2 of the Indiana Building Code.

**END OF SECTION**